

# LABOR UNIONS 401(k) PLAN

## COVID-19 Distribution Directive

PARTICIPANT DATA	
Name (Last, First, MI) _____	Social Security Number _____
Address _____	Date of Birth _____
City _____ State _____ Zip _____	Home Phone _____
Payee <input type="checkbox"/> Yes <input type="checkbox"/> No    Email _____	Married <input type="checkbox"/> Yes <sup>1</sup> <input type="checkbox"/> No    Divorced <input type="checkbox"/> Yes <sup>2</sup> <input type="checkbox"/> No

AMOUNT OF DISTRIBUTION	
\$ _____	<ul style="list-style-type: none"> <li>If the amount available to withdraw is less than the amount you requested, you will receive your entire available amount.</li> <li>Any amount paid to you will be reduced by applicable taxes.</li> </ul>

INCOME TAX WITHHOLDING NOTICE & ELECTION
<p>You may elect to have (or not have) federal and/or state income tax withheld from your distribution by checking Option A, B, or C below.</p> <p>If you elect to have no amount withheld, or if you do not have enough federal income tax withheld, you may be responsible for payment of estimated tax. You may incur penalties under the estimated tax rules if your withholding and estimated tax payments are not sufficient. You should consult your tax advisor for more information.</p> <p><b>Elect One</b></p> <p><input type="checkbox"/> <b>A.</b> I <b>elect</b> to have federal income tax, at the rate of 20%, and state income tax withheld from my coronavirus-related distribution. <b>Additional Amount to be Withheld (if any):</b> \$ _____</p> <p><input type="checkbox"/> <b>B.</b> I <b>elect</b> to have federal income tax <b>only</b> withheld from my coronavirus-related distribution.</p> <p><input type="checkbox"/> <b>C.</b> I <b>do not elect</b> to have federal or state income tax withheld from my coronavirus-related distribution.</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> <li>1. The Social Security number / taxpayer identification number I provided on this form is my correct taxpayer identification number.</li> <li>2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>3. I am a U.S. citizen or other U.S. person, including a U.S. resident alien (as defined in the IRS Form W-9 instructions).</li> </ol> <p><b>Certification Instructions</b></p> <p>You must check the box below if you have been notified by the IRS that you are currently subject to backup withholding because you failed to report all interest and dividends on your tax return.</p> <p><input type="checkbox"/> I am subject to backup withholding as a result of a failure to report all interest and dividends.</p> <p>Since the Plan is an account held in the United States, you are not required to provide a code indicating that you are exempt from FATCA reporting.</p>

<sup>1</sup> Married Must provide administrator with copy of Marriage License.

<sup>2</sup> Divorce Must provide administrator with copy of Judgment or Marital Settlement Agreement.

